WIA Eligible Training Provider Manual

Louisiana Occupational Information System

Revised
January, 2005

LOUISIANA WORKS™
DEPARTMENT OF LABOR

Let us **WORK** for **YOU.**

Mission

The Department of Labor is a state agency utilizing state, federal, and private resources to provide the training, employment, assistance, and regulatory services necessary to increase employment and promote workplace safety and expanded employment opportunities in the state of Louisiana in a climate favorable to business, workers, and jobseekers.

WIA Eligible Training Provider Manual
Revised January 2005

Kathleen Babineaux Blanco
Governor

John Warner Smith, Secretary
Louisiana Department of Labor

1001 North 23rd Street
P. O. Box 94094
Baton Rouge, Louisiana 70804-9094
(225) 219-7760
(888) 302-7662

Visit our Web site: www.LAWORKS.net
An Equal Opportunity Employer
Auxiliary aids and services are available upon request to individuals with disabilities.
800-259-5154 (TDD)

PREFACE

The Louisiana Occupational Information System (LOIS) is a comprehensive labor market information system created by Act 1 of the 1997 legislative session. LOIS and its enhancements were developed by the Louisiana Department of Labor's (LDOL) Office of Occupational Information Services and Geographic Solutions, Inc., of Palm Harbor, Florida. It was designed to provide a broad range of labor market information, including information about post-secondary training providers, as well as program performance data (referred to as "SCORECARD").

An integral component of LOIS allows training providers to display current information about their programs. This component is comprised of data entry screens, accessible via the Internet, in which training providers maintain the school's profile and program information.

Through a joint effort between LDOL's Office of Occupational Information Services and Office of Workforce Development, these on-line data entry screens evolved into a statewide application used in the certification process for program eligibility under the Workforce Investment Act of 1998. Those programs that have been approved by a Local Workforce Investment Board (LWIB) are eligible to receive WIA adult/dislocated participants who have been issued Individual Training Accounts (ITAs).

This training packet was developed to aid representatives from schools and LWIBs on utilization of the system. The packet contains Frequently Asked Questions (FAQs), Internet access instructions, examples of Web displays, technical tips, a template for student data collection (to process performance outcomes of the program for Scorecard and WIA), and a password request/contact information form. This training packet is available on the LDOL Web site at www.LAWORKS.net under the Workforce Development tab, "WIA Eligible Training Provider Information".

CONTENTS

Acronyms and Definitions

CIP - Classification of Instructional Program

Completer
A student who has demonstrated the competencies required for a program and has been awarded the appropriate certificate or diploma of completion.

Eligible Training Provider
An eligible training provider is an organization, entity or institution such as a public or private college and university, community based organization, or proprietary school for which program(s) have been approved by a local workforce investment board and submitted to the state for inclusion on the statewide eligible training provider list.

ETPL - Eligible Training Provider List

Exiters
All individuals who leave an institution within a given academic year. This is the sum of all completers and non-completers.

ITA – Individual Training Account

LAVOS – Louisiana Virtual One Stop

LOIS – Louisiana Occupational Information System

LWIB – Local Workforce Investment Board

Non-completer
An individual who, for a variety of reasons, has withdrawn from an institution within a given academic year without obtaining a degree or certificate.

Program
Training services consisting of one or more courses or classes that, upon successful completion, lead to a certificate, an associate degree, a baccalaureate degree, or a competency or skill recognized by employers.

Program Year
Refers to the calendar period between June 1 of one year and May 30 of the following year.

Scorecard
The performance based data on post-secondary training programs in the state, and is based on the employment tracking of students who exit the program.

WIA – Workforce Investment Act

Frequently Asked Questions

1. **What is WIA?**
   The Workforce Investment Act (WIA) of 1998 was established to further the education, and increase the occupational skill attainment of adults and dislocated workers.

2. **What is ITA?**
   Individuals are given Individual Training Account (ITA) vouchers, which they can use at an Eligible Training Program of their choice.

3. **How can my institution become a certified training provider under WIA?**
   To apply for program eligibility, you must be licensed or exempt from licensure, complete a password request form, fill out an on line application, and be approved by a Local Workforce Investment Board (LWIB). Refer to page 8.

4. **When is the deadline to apply for eligibility?**
   Local WIBs meet throughout the year and will review any new applications they receive.

5. **When will I need to reapply for certification?**
   Providers will need to apply annually to have their program(s) initially certified or recertified. The ETPL is in effect between January 1 and December 31 of each calendar year. It is recommended that applications be completed no later than October 1 each year in order to assure that a program that meets or exceeds the state minimum performance standards remains on the ETPL from year to year.

6. **How long does it take to become certified once my application is completed?**
   The local WIBs have no later than 60 days from the date that the application is received to make a determination on eligibility. If approved, LDOL has 30 days to verify the information and place the program on the statewide eligible training provider list (ETPL).

7. **How will I be notified that my program has been approved?**
   You may check program eligibility status by logging into the Virtual One-Stop using your user ID and password. From the main menu choose "Reports" then choose "Program Review Status".

8. **How do I find the statewide eligible training provider list (ETPL)?**
   The Internet gateway is through LDOL's homepage at www.LAWORKS.net, Select "Louisiana Virtual One Stop" from the menu under the Interactive Services heading,. From the options under the heading Jobseeker, select Education and Training, then Training Providers and Schools. Select the statewide map, then Option 2 – All Providers. An alphabetical listing of all training providers in LOIS will be displayed, with a red check mark next to those that have met the requirements to be on the ETPL.

9. **Under what conditions will a training provider be denied?**
   The application will be denied if it is not completely filled out or upon a determination by an LWIB that a complete application does not meet the performance measurements. In the case of an eligibility denial, the LWIB must issue a written determination to the provider.

10. What are the State Minimum Performance Standards for Certification/Recertification?

Each program must meet the state-imposed minimum performance standards in order to remain on the statewide ETPL. The Louisiana Workforce Commission has established the state minimum performance levels, as indicated below.

1) Program Completion Rate   30%

The total number of individuals completing the applicable program divided by the total number of individuals exiting the program (completers and non-completers).

Transfer Students – *Students who leave one program and enter another program are counted as transfers. The follow up on the student will occur in the transfer program. Such students are not included in the computation of completion rate for the original program.*

2) Employment Rate   50%

The number of all exiters from the applicable program that obtained unsubsidized employment in the first quarter subsequent to exiting the program, divided by the total number of exiters in the reporting period.

3) Hourly Wage $5.60

The average wage expressed as an hourly rate, of all individuals exiting the applicable program that obtained unsubsidized employment.

11. Who needs to provide performance data for WIA?

Proprietary training providers and Community based organizations must submit student data to determine if they meet performance measurements. The Board of Regents submits student data for all public institutions. In order to be initially placed or remain on the statewide ETPL for January 1 - December 31, 2005, training providers must submit data on all enrollees and completers for program years 2002-2003 and 2003-2004 enrollees.

12. Is performance data required for "new programs"?

A "new program" will be required to submit student data for the first year in which adequate performance of program graduates is available. A "new program" shall be defined as a program that did not exist in the previous year for a unique training provider, CIP code and degree type. These programs would be exempt from meeting the eligibility performance standards until such time as a training cycle has been completed.

13. What does the term "Student" include?

In this instance, "Student" means anyone who enrolled in the program – including those who completed the program and those who did not.

14. How do I submit student enrollee information?

Student data must be entered in the format presented on page 19 of this document. The data can then be saved to disk and mailed or emailed with attachment to Danielle Carter at dcarter@ldol.state.la.us .

15. Is student information protected?

Although you are sending data on individuals, LDOL is not permitted to place information on the Web that allows any individual identification. Only statistical information will be displayed, and LDOL will not display any statistic derived from a pool with less than five individuals.

16. What is the process for tracking program participants?
LDOL has a process in which students' Social Security Numbers (SSNs) are cross-matched against unemployment insurance wage records that cover most businesses in the state. LDOL also cross-matches SSNs against other databases, and is continually working on ways to expand the SCORECARD/follow-up process.

After LDOL matches against its databases, a "no match" list of students for whom no information could be found is produced. This list is returned to the training provider. The provider then has the opportunity to track those "no match" students/enrollees and report to LDOL whether they are employed. This employment information must be verifiable.

17. What supplemental data can I submit to verify the employment status of students who exited the program?
If a program meets the minimum completion rate and hourly wage rate, but does not meet the employment rate, you will have the opportunity to submit documentation verifying the employment status of students who exited the program. Verifiable documentation includes a paycheck stub, W-2 form, a written letter from the employer on letterhead stating employment, a form 1099, and any other documentation stated in the Workforce Investment Act.

18. What happens if I forget my password?
Contact the LDOL Scorecard Unit, and request a new password. If you suspect an unauthorized person has access to your password, notify the LDOL Scorecard Unit immediately.

19. What is an Institution Code?
This is simply a unique 10-digit number created by LDOL to identify a training provider and to link all the pieces of information together.

20. What is a CIP code?
Classification of Instructional Programs, or CIP, is similar to the Dewey Decimal System but developed by the U.S. Department of Education to categorize instructional programs. If your institution does not use CIP codes, LDOL will work with you to determine the correct classification. For more information on CIP2000, go to http://nces.ed.gov/pubs2002/cip2000

Notice that CIP descriptions displayed on the Web default to the program descriptions established by the federal government unless you enter your own program description.

21. Who can we call if we have problems or need help?

Louisiana Dept of Labor
LDOL Scorecard Unit
1001 North 23rd St.
Baton Rouge, LA 70804 –9094
Office: 225-219-7760
Fax: 225-219-7759
Email: tperkins@ldol.state.la.us

Eligible Training Provider Check List

PLEASE NOTE: For more details, refer to WIA Instruction Number 58 available at
www.LAWORKS.net – Workforce Development tab – WIA Eligible Training Provider
Information.

Setting up an Account (New Training Providers Only)

❑ "Proprietary schools" **only**, excluding cosmetology and real-estate, must be licensed or
determined exempt from licensure through the Louisiana Board of Regents. A "proprietary"
school is defined as any business enterprise operated for a profit or on a nonprofit basis
which maintains a place of business within this state or which sells or offers for sale any
courses of instruction in this state. You may contact Carol Marabella at 225-342-4253 for
more information on the licensure requirements.

❑ Complete and fax the password request/contact information form to 225-219-7759. The
form is located in the "WIA Eligible Training Provider Manual". Proprietary schools must
also fax either an exemption letter or a copy of their license, along with the form.

❑ Upon receipt by LDOL, a User ID and password will be assigned to your institution and sent
via e-mail.

Student Data Submission

Requirements for calendar year 2005 program eligibility:

❑ Submit the 2002-2003 student enrollment and completer data and the 2003-2004 student
enrollment data to LDOL.

❑ Submit a Data Certification Statement (available on the LAWORKS web site) along with
your data.

➢ **Public Institutions:** The Board of Regents and the Louisiana Community and Technical
College System will submit student data for all credit programs.

➢ **New Training Providers Only:** A school that is new to our system is typically exempt from
the performance requirements, and the program(s) will be considered "new" for the first year.

➢ **New Programs:** A "new program" will be required to submit student data for the first year
in which adequate performance of program graduates is available.

School Information

❑ From the www.LAWORKS.net homepage, select the Louisiana Virtual One Stop from the
left menu bar, and sign on, using your User ID and password. Review and edit information
for your institution by selecting "Contact Information" from the main menu.

Program Information

❑ To add a new program into the system, select "Manage Programs", then select "New Program".

❑ After you have entered your program information, select the "Save Program" button (located on the last page of the online application). This will allow you to save the information you have entered and return later to make any changes before applying for WIA.

❑ Select "Edit Program" and make necessary changes to existing programs. When finished, click "Save Program" to save your changes.

❑ Choose "Delete Programs" to delete a program you are no longer offering.

Applying for WIA

❑ From "Manage Programs" select "Edit Program", then click on the program for which you wish to apply. Once your application is correct and complete and is ready to be reviewed by your Local Workforce Investment Board (LWIB), select the "Apply for WIA" button, located at the bottom of the last page of the application.

❑ To reapply for programs that are marked as WIA approved for the current year, select "Edit Program" and click in the circle next to "Eligible for Reapplication". **Note: if you do not choose "Eligible for Reapplication", your application will not be processed.** Then select each program for which you wish to reapply. All programs must be "applied for" each year if they are to be reviewed.

❑ If you are applying for a program that is new, call our office and let us know that you have entered a program(s) into the system. Our office will forward the "new status" information to the LWIB.

Points to Remember

➢ You can apply throughout the year for WIA program eligibility, but in order to be eligible at the beginning of a program year (January 1- December 31), you must complete all required information and apply by October 1.

➢ To update information for a program, choose "Manage Programs", then select "Edit Programs". If you update information on a program for which the program status is "Eligible" (for the new program year), then select the "Save Program" button. If the program has been submitted but has not been reviewed by a LWIB, you must select the "Apply for WIA" button at the end of the application. **Note:** When you go into "Edit Programs" you can determine if a program has been reviewed by looking under the "Program Status" column. Be aware that resubmitting may prolong the approval process.

Please remember that **PROGRAMS**, not providers, are being certified, therefore, a provider may have some programs that are certified and some that are not. An application must be completed for each program. Applications will be considered by the applicable LWIB(s) within the regional labor market area in which the programs are geographically located.

WIA YEAR 6
DATES TO REMEMBER

June - July 2005
LDOL conducts statewide training on the WIA ETP application process.

July 15, 2005
Deadline to submit student enrollment and completer data to LDOL (Academic year June 1, 2003 through May 31, 2004) and 2004-2005 student enrollment data (SSNs only). The "Data Certification Statement" must accompany the data submission. This form may be found at www.LAWORKS.net – Workforce Development tab then select Eligible Training Provider Information.

July 2005
LDOL prepares program performance reports, based on all participants, for the Louisiana Workforce Commission.

August 2005
The Workforce Commission reviews reports/sets minimum performance levels based on complete 2002-2003 data and preliminary 2003-2004 data for all participants.

September 2005
LDOL posts "preliminary" WIA performance on the LAWORKS website.

September 2005 - December 2005
LDOL provides a list of "no finds" (List of SSNs of students that could not be identified as employed) to training providers. Training providers **MAY** submit supplemental employment data to LDOL. LDOL includes supplemental employment data in performance calculations and posts revised performance on LAWORKS website.

August 2005 – December 31, 2005
Local WIBS review and approve training providers/programs for the year 6 ETPL.

December 31, 2005
WIA-ETP list for year 5 expires. LDOL archives year 5 list.

January 1, 2006
Effective date of year six ETPL. Eligible programs are posted on LAWORKS website. (January 1, 2006 through December 31, 2006)

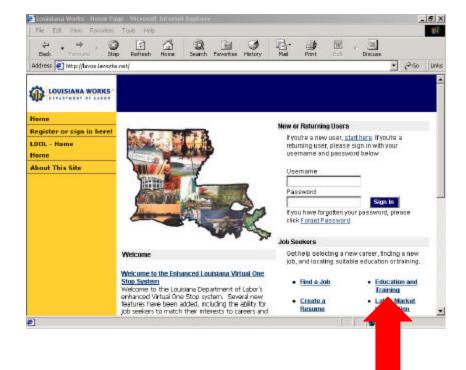Please be reminded that applications will be accepted for local review throughout the calendar year.

Access to the Louisiana Virtual One - Stop

Go to www.LAWORKS.net and select **Louisiana Virtual One -Stop** under the Interactive Services.

To enter **Louisiana's Virtual OneStop:**

Enter **User ID** and **Password**.

If you forget your User ID or Password or have difficulty accessing your information, please contact LDOL staff at **225-219-7760.**

Select Education and Training to view providers and programs in our database.

Adding and updating school and program information

To review and edit contact information for your institution select
 -**Contact Information**

To Add, Edit, or Delete a program select
 - Manage Programs
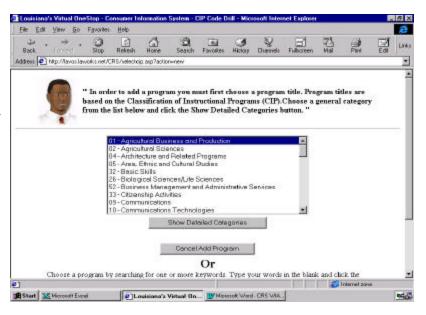
To generate program reports select
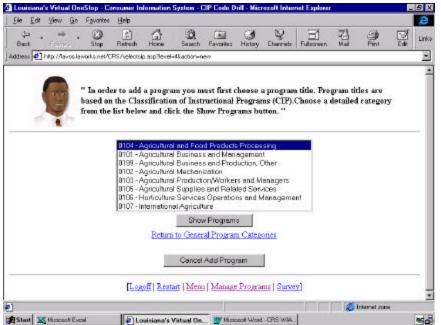 - **Reports**

Choose the appropriate option:

- Select **New Program** if you would like to add a new program or apply for WIA program eligibility.
- Select **Edit Program** if you would like to re-apply for WIA eligibility or to make changes to an existing program.
- Select **Delete Program** if your institution is no longer offering a program that is on the CRS.

Choose a CIP Code for a new program.

After selecting the option for a new program, scroll down to choose a general category and select
- Show Detailed Categories.

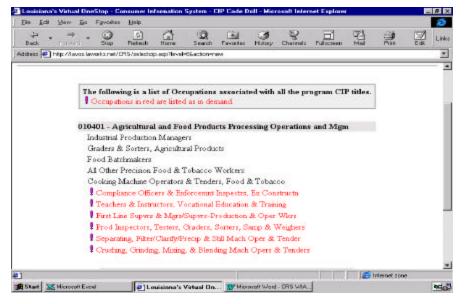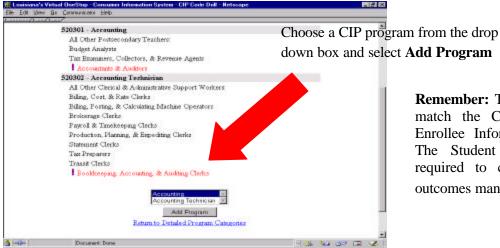**Adding and updating school and program information**

Scroll down the list of program titles and choose a detailed category, then select **Show Programs** to view a listing of the detailed program titles.

If you do not find a specific CIP code, please contact LDOL staff at 225-219-7760.

This screen displays a listing of program CIP titles. Underneath each CIP Title is a listing of related occupations. Occupations that are in red denote a demand occupation.

(For more information on demand occupations, please refer to "Defining Occupations in Demand" under the "Workforce Development" tab on the LDOL website)

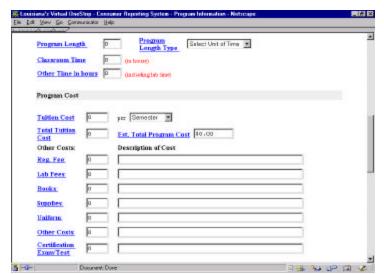Choose a CIP program from the drop down box and select **Add Program**

Remember: The CIP code selected must match the CIP code on the Student Enrollee Information for that program. The Student Enrollee Information is required to calculate the performance outcomes mandated by WIA.

Program Title is the common name of the program at your institution. This is the title that will be displayed on LDOL's website.

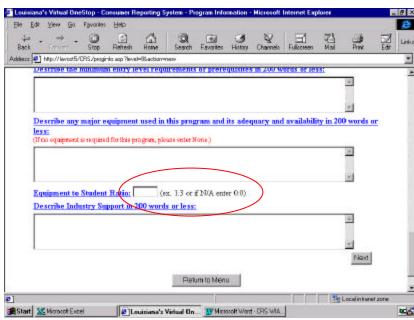**IMPORTANT: All sections must be filled in before you can proceed to the next section.**

Please insert **tuition cost** and **total tuition cost** for the student. **Total tuition cost** is calculated by multiplying the **tuition cost** by the time frame for the entire program. Ex: tuition cost = $250 a semester. It takes 4 semesters to complete the program. Total tuition = $250 X 4 = $1000. Input additional costs. Don't forget to describe each additional cost.
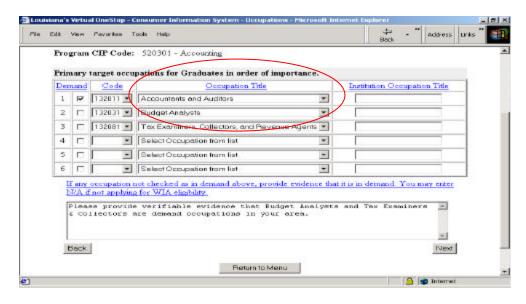
The **Est. Total Program Cost** will be calculated automatically by the system.
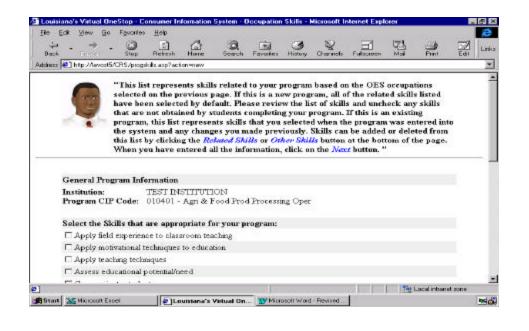

TIPS:
- If any field does not apply to the program, enter N/A.
- If you are unsure of any field, mark it with a filler to be able to continue to the next page. Be sure to come back and replace the filler with the correct answer before applying for WIA eligibility.
- List all program Assessment(s) and Pre-requisite(s) in the same field.
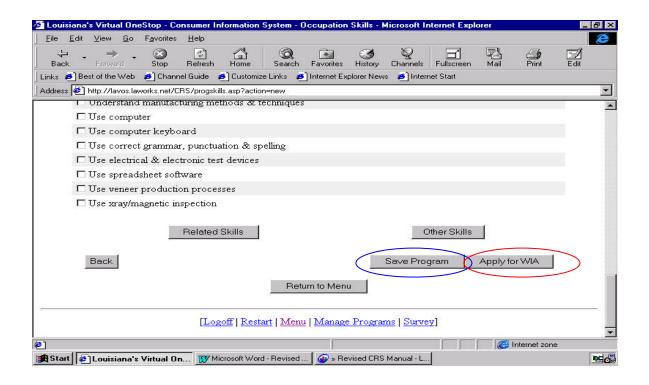- Enter 0:0 if student to equipment ratio does not apply.

Select **target occupations** for graduates from the Occupation Title drop down list. If the occupation selected has been determined to be in demand for the regional labor market area in which the school is physically located, the system will automatically make this notation. If an occupation is not designated as in demand, provide evidence that it is a demand occupation before continuing or enter N/A. Please give specific institutional occupation title if different from the Occupation Title. Ex: The Occupation Title might be All Other Computer Scientists, but your training might be specifically for a Webmaster.

Tip: You can change occupations by clicking on the Occupation Title drop down then choose a different occupation. To delete an occupation, highlight "**Select Occupation from list**" from the same drop down menu.
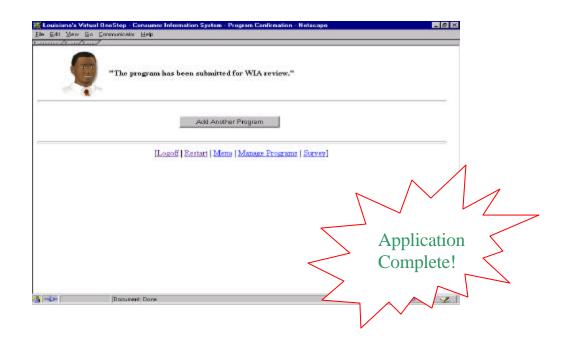

Select the **skills** obtained by students completing your program. When finished, see next page for instructions on completing the application.

How to save and submit the application:

Select the **Save Program** button if you wish to save the current information without applying for WIA program eligibility. This will allow you to return and change information before submitting. The information will be displayed on the LDOL website.

Select **Apply for WIA** if application is correct and complete and you want to save the current information _and_ have this application reviewed by your local Workforce Investment Board. The information will be displayed on the LDOL website.
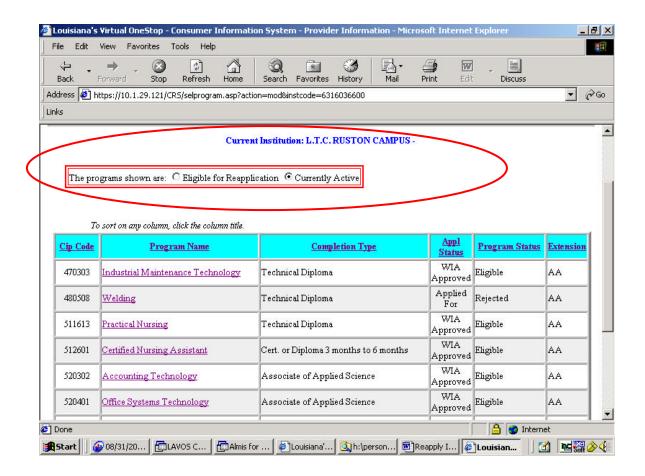

Application Complete!

Instructions to Re-Apply for programs currently Eligible for WIA

From the main menu, select "edit program". If you currently have any programs that are WIA eligible, you must select the radio button "Eligible for Reapplication" as displayed in the example below. This will filter the list of all programs at your institution in our database and display programs that are currently eligible. Then you can click on the program for which you wish to apply.
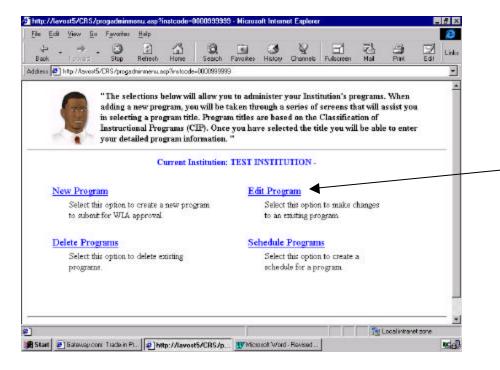
After the information has been completed, select the "Apply for WIA" button. If you wish to reapply for another program, you must reselect the radio button "Eligible for Reapplication". These steps must be repeated each time until you have resubmitted all applications that are currently eligible.

After going through the programs that are currently eligible, please select the "Currently Active" radio button to apply for any other program (i.e. a program that has never been submitted or a program that was previously rejected).

Editing Existing Programs

Note: Changing the contents of a program that has already been labeled "ITA Eligible" requires that you only Save the program. If the program has been submitted, but not approved yet, you must select Apply for WIA Approval at the end of the application. Be aware that resubmitting will prolong the approval process.
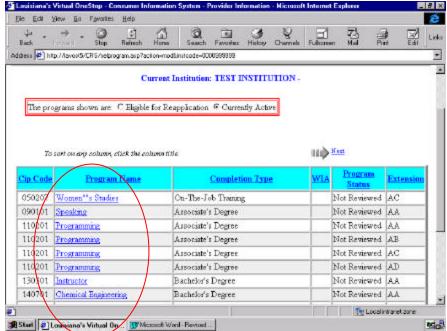

To edit a program you have already added, select **Edit Program** under the **Manage Programs** menu.

If you are reapplying for WIA program eligibility, you must first select the radio button next to "Eligible for Reapplication." The system will list all programs that are currently eligible.

Select the **Program** you wish to edit.
When the alert box asks if you would like to submit for **WIA approval**, click **OK**.
Note that this will not submit it automatically.

Edit the information you wish to add or change. When finished, click **Save Program** to save it, or to submit the program for approval, select **Apply for WIA.**

Note that the **Apply for WIA** button will only be available on the last screen in the application, after the **skills** section.

If you would like to edit another program you may select **Modify Another Program.** If not you may **Log Off** or return to the **Menu** by using the links at the bottom of this page.

DONE

Working With Reports

To generate reports for your programs or other information, click on **Reports** in the main menu.

To view a report with information regarding your institution, click **Institution Detail**. To view a report displaying the review status of a program, click **Program Review Status**. To view a report with detailed information for a program, click **Program Detail**.

If you have selected **Institution Detail** or **Program Review Status**, the information is straight forward. This example shows what is displayed when selecting **Program Detail**. Select the program you wish to view by clicking on its link, highlighted in blue.

You can view the information in the reports by using the scroll bar and the navigation arrows to switch between pages.

The last page of the report displays the performance data for the program.

Note that numbers and percentages are displayed for your information.

Completing % =
number exiting / number completing

Employed % =
Number exiting / number employed

DONE
DONE

LOIS Student Enrollee Information

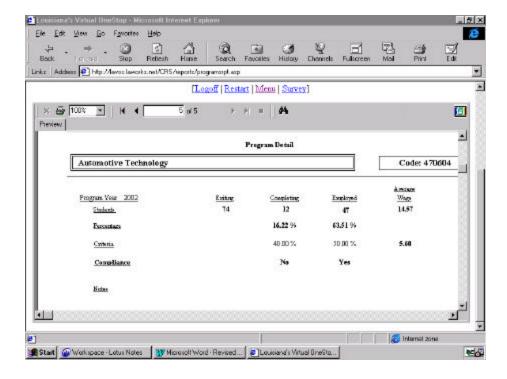| INST-CODE	DATA-COLL-BEG	DATA-COLL-END	SSN	FIRST-NAME	MID-INITIAL	LAST-NAME	CIP-CODE	CIP EXTRA	PROG-CERT
050020900	20020601	20030531	123456789	Jane	D.	Doe	666666	AA	71
050020900	20020601	20030531	999554444	John		Smith	111111	AA	63

INST-CODE must be 10 characters, it is assigned by LDOL for training institutions

> ** This is a required field*

DATA-COLL-BEG must be 8 characters, it is the beginning of the reporting period.

> ** This is a required field and must be in* **YYYYMMDD format, no slashes or dashes**

> **EXAMPLE: 20020601 is June 1, 2002**

DATA-COLL-END must be 8 characters, it is the ending of the reporting period

> ** This is a required field and must be in* **YYYYMMDD format, no slashes or dashes**

> **EXAMPLE: 20030531 is May 31, 2003**

SSN must be 9 characters, the enrollee's social security number

> ** This is a required field and cannot contain any hyphens*

Please provide information on ALL students that enrolled in the program and/or graduated between the data-coll-beg period and the data-coll-end period, regardless of funding. Students that did not graduate during this time period should be reported as enrolled for the next data collection cycle. If the student enrolled during this time period, but graduated after the data-coll-end date, then the student must be reported as enrolled and graduating on the next data collection cycle.

FIRST-NAME can be no more than 15 characters, the enrollee's first name

MID-INITIAL must be 1 character, the enrollee's middle initial

LAST-NAME can be no more than 15 characters, the enrollee's last name

CIP-CODE must be exactly 6 characters, is the Classification of Instructional Program Code of training program or enrollee's major field of study

> ** This is a required field and must match the* **CIP** *code that is on LOIS*

CIP-EXTRA must be 2 characters, this differentiates between two programs that utilize the same CIP code and same award outcome (prog-cert)

> ** This is a required field and must match the value that is on LOIS*

PROG-CERT exactly two characters, denotes the type of award outcome for the program

> ** This is a required field - this field utilizes the same values as the cert-type field*

ENTRY-DATE	EXIT-DATE	ADDR	CITY	ST	ZIP	ZIP-4	CERT-TYPE	SEX	RACE	BIRTH	CITIZEN
19990910	20030510	1333 road ln.	New Orleans	LA	70011		97	F	6	19781112	Y
19990601	20030301	9999	Anywhere	LA	70039		63	M	2		

ENTRY-DATE must be exactly 8 characters in the following format **YYYYMMDD**, is the date the enrollee entered the training program or school   *__This is a required field__

EXIT-DATE must be exactly 8 characters in the following format **YYYYMMDD**, date the enrollee exited, completed, or graduated from the program   *__This is a required field__

ADDR can be no more than 35 characters, enrollee's address: street number, street name, etc.

CITY can be no more than 20 characters, the city where the enrollee resides

STATE must be exactly 2 characters, 2-letter state abbreviation

ZIP must be exactly 5 characters, the first five digits of the enrollee's zip code

ZIP-4 is 4 characters, the 4 digits of the enrollee's zip code extension

CERT-TYPE must be exactly 2 characters, denotes what type of award the student received upon graduating the program (this may or may not be the same value as prog-cert)
        This is a required field, use the two digit numeric value

Please note: If the student did not graduate during this period, no cert-type is recorded.

03 Associate Degree
06 Postbaccaluareate Certificates
08 Post Masters Certificate
10 First-professional degrees
30 OJT = on-the-job training
40 Short-Term Non-Credit
63 Associate of Applied Technology
72 Associate of Applied Science
80 Cert. or Diploma 3 months to 6 months
82 Cert. or Diploma 1 year to 2 years

05 Bachelors Degree
07 Masters Degree
09 Doctoral Degree
11 First-professional cert.
33 Apprenticeship programs
53 Associate in Occupational Studies
71 Technical Diploma
79 Cert. or Diploma less than 3 months
81 Cert. or Diploma 6 months to 1 year
83 Cert. or Diploma greater than 2 years

SEX Enrollee's sex
M = MALE   **F = FEMALE**

RACE Enrollee's race - use the one digit numeric value
1=Asian/Pacific Islander   **5= All Other American Minorities**
2=American Indian/Alaskan Native   **6=White, Non-Hispanic**
3=Black, Non-Hispanic   **7=Non-Resident**
4=Hispanic   **8=Refusal or Unknown**

CITIZEN
Y = YES   **N = NO**

NOTES: The Scorecard report and the WIA ETPL report are developed from this student data. Institutions that receive state or federal workforce funds must submit this student data.

-Student data information can be saved onto a disk and mailed, or it can be emailed as an attachment. Please refer to the FAQ section for the mailing addresses.

-Please label the disk with the institution name and enclose a list of the program title(s) contained on the disk and the time frame that the data cover. In addition, a description of the field arrangement should accompany the file, along with a note about the type of file being sent (such as Access, Excel, Text tab delimited, etc.).

-Please use the 10-digit institution code that was assigned by LDOL in the INST-CODE. Contact LDOL if you do not know your institution code.

-Leave the CERT-TYPE field blank if the individual is still enrolled in the program.

-Make sure that the CIP code used in the student data file matches the CIP code entered into and displayed on LOIS.

-Please follow the examples provided in record layout. (Do NOT enter any other marks such as "/" or "-" for the fields with SSNs and dates) Also make sure that all date are in the format of YYYYMMDD.

-If a student drops out of an institution, please assign a value of 97 in the CERT-TYPE field, in addition to providing the exit date. If a student is an international student, please assign a pseudo numeric SSN.

-Please include all students that were enrolled anytime during the reference period, including those that were initially enrolled in a prior reference period and are still enrolled.

-An example reference period is June 1, 2002 through May 31, 2003.

LOUISIANA WORKS
DEPARTMENT OF LABOR

OFFICE OF OCCUPATIONAL INFORMATION SERVICES
RESEARCH AND STATISTICS DIVISION
SCORECARD UNIT
P. O. BOX 94094
BATON ROUGE, LOUISIANA 70804-9094
FAX: 225-219-7759

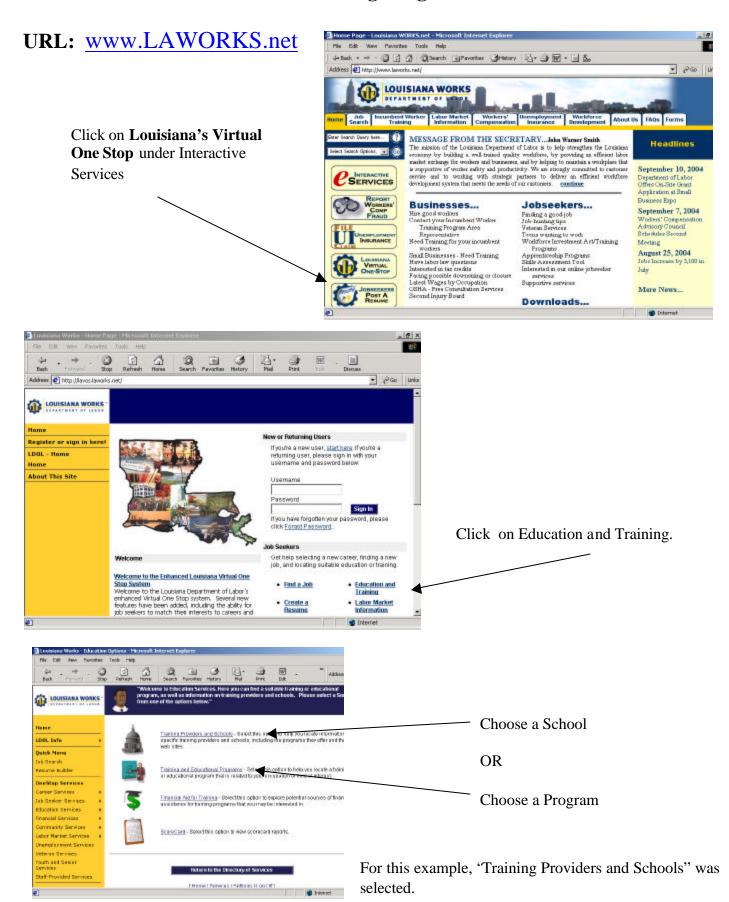# DATA CERTIFICATION STATEMENT
(Student data will not be processed prior to receipt of this statement by the Louisiana Department of Labor.)
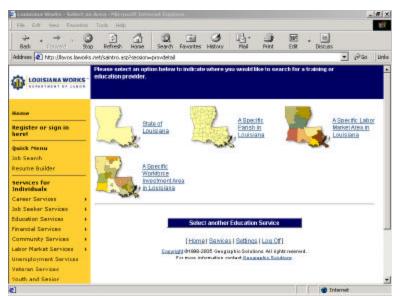
By submitting this file of student data to the Louisiana Department of Labor, I hereby certify that all information provided is true and correct to the best of my knowledge.   I understand that this data will be used solely for the determination of eligibility for WIA funding and for the state Scorecard. I further understand that there are administrative penalties for submitting false or inaccurate information [reference Workforce Investment Act of 1998, Title 1, Chapter 3, Section 122 (f)].

This data is being submitted on behalf of _____,
Name of Institution

for the academic year(s): June 1, 200___   through   May 31, 200___,   ☐ Enrollees

☐ Graduates

June 1, 200 ___   through May 31, 200___,   ☐ Enrollees

☐ Graduates

*Certified By:

_____   _____
Printed Name   Signature

_____   _____
Title   Date
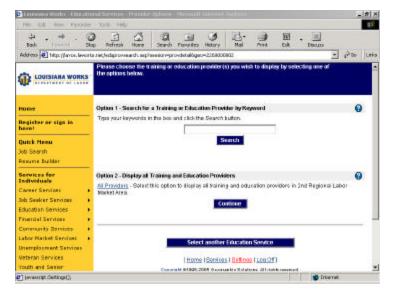
*CERTIFICATION MUST BE SIGNED BY AN AUTHORITY WITH THE NAMED INSTITUTION, SUCH AS THE CEO, PRESIDENT, OWNER, DIRECTOR OF ADMISSIONS, ETC.

Consumer Access to Training Program Information

URL: www.LAWORKS.net

Click on **Louisiana's Virtual One Stop** under Interactive Services

Click on Education and Training.

Choose a School

OR

Choose a Program

For this example, 'Training Providers and Schools' was selected.
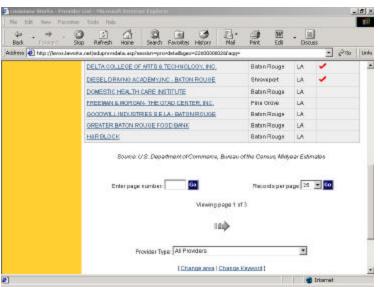
Select an area
(For this example, "A Specific Labor Market Area" was selected - Region 2)

Type in the name of
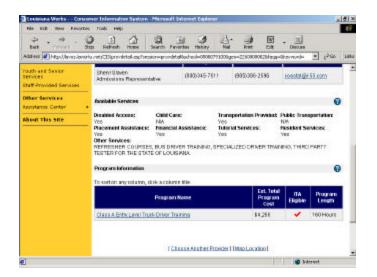a school under
Option 1

OR
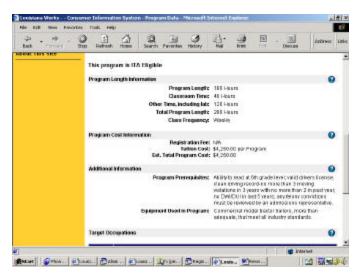
Under Option 2 click
on All Providers to
view a list

Search for the desired training
provider by selecting any of
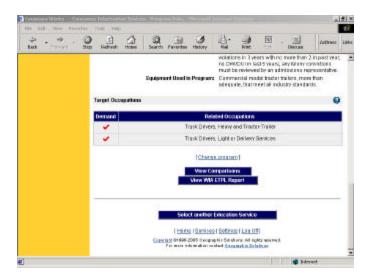the options displayed at the
bottom of the provider list.

Schools with a red check
mark in the WIA Eligible
column have one or more
WIA/ITA eligible programs.

On this screen you can view the training provider's general information. For information on a specific program, click on the program name. The red check mark denotes a program that is ITA eligible.

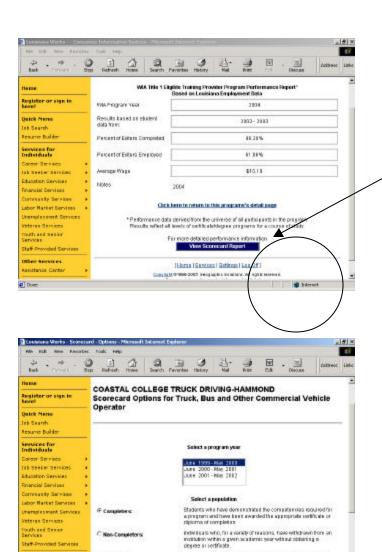This page displays detailed information about the program you selected.

To view comparisons with other programs offered by this school or another school, click on **View Comparisons.**

To view performance data, click on **View WIA ETPL Report.**

The option to view the WIA ETPL report will only be displayed if the program meets or exceeds the WIA ETPL Minimum performance standards.
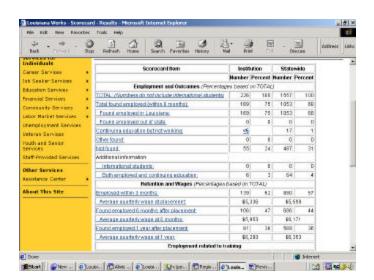
To view more detailed and prior years outcomes, select **View Scorecard Report.**

Please Note:
Not all training providers on the website have Scorecard data.

Select the year and the population. Then scroll down and click on **View Report.**

The report will display outcomes for the program at the school and provide statewide comparison data for similar programs.

Password Request/Contact Information Form

Upper and lower case make a difference. Print it exactly as you wish. Distinguish between zero and capital "O" and "L" and one. These can be confusing.

"Proprietary schools" **only**, excluding cosmetology and real-estate, must be licensed or determined exempt from licensure through the Louisiana Board of Regents. A "proprietary" school is any business enterprise operated for a profit or on a nonprofit basis which maintains a place of business within this state or which sells or offers for sale any courses of instruction in this state. You may contact Carol Marabella at 225-342-4253 for more information on the licensure requirements.

Name of Institution:_____

Institution Type: (Please circle one)

Community Based Organization   Cosmetology   Private Business or Technical
Small Business Employment Training Provider   `   Other

Board of Regents License #: _____

Physical Address: _____

Mailing Address: _____

City, State, Zip   _____

Parish: _____

Web Address: _____

Administrative Contact:
Example – Director, CEO, President, etc.

Name: ⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺⸺

Title: _____

**Telephone Number: (   )_____ FAX Number: (   )_____

Email Address: _____

Password Request/Contact Information Form **(page 2)**

Admissions Contact:
This may be listed as an individual or an office/division.

Name: _____

Title: _____

Telephone Number: _(_____)_____ **FAX Number:** _(_____)_____

Email Address: _____

LOIS Contact:
This contact is the person who will be issued the user ID and password. This person typically maintains the school and program information on the LAWORKS website.

Name : _____

Title: _____

Telephone Number: _(_____)_____ **FAX Number:** _(_____)_____

Email Address: _____

Select Password: _____

Submit both pages of this password request/information form to:
LDOL Staff at FAX (225) 219-7759